Employer account transactions and balances

In this guided practice, you will learn how to:

- review employer account deduction report receivables and transactions, and
- review payment history.

Reviewing employer account deduction report receivables and transactions

MyTRS enables users to review all transactions, including deduction reports and payments, on the *Transactions* tab, and to select filter criteria to view a sub-set of transactions.

Note Deduction reports in **Initial** status will not appear in the *Transactions* tab until they are submitted to the MTRS for review, at which point the status changes to **Pending.**

Note Working in the *Deduction Reports* tab is covered in **GP9 – Deduction Reporting Part-2 – Report Processing**.

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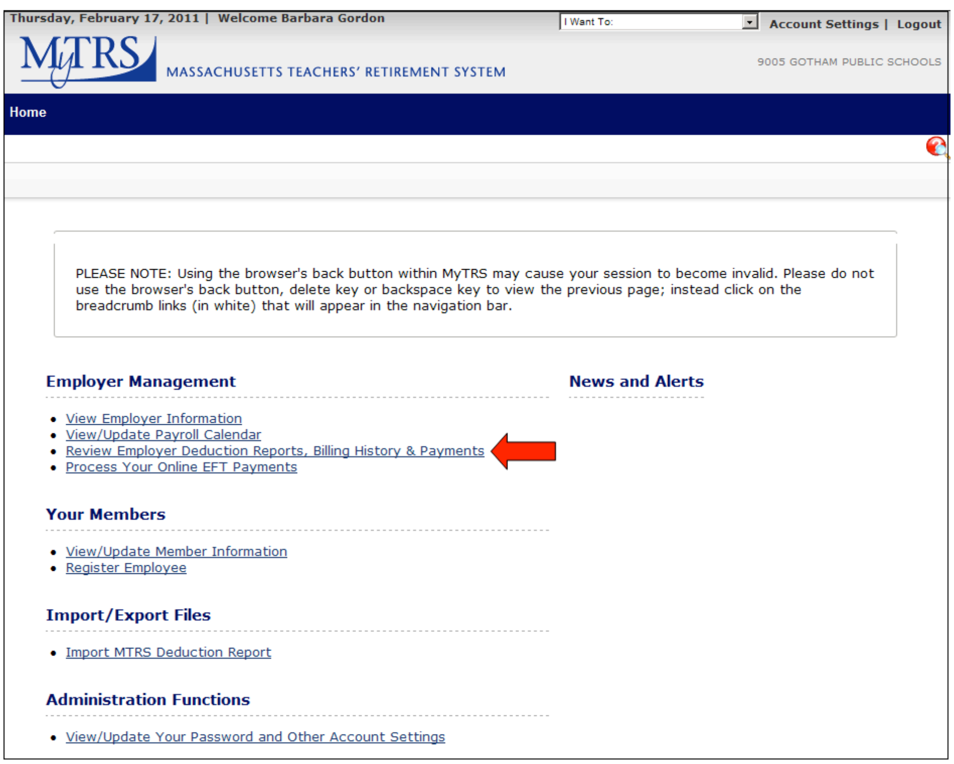
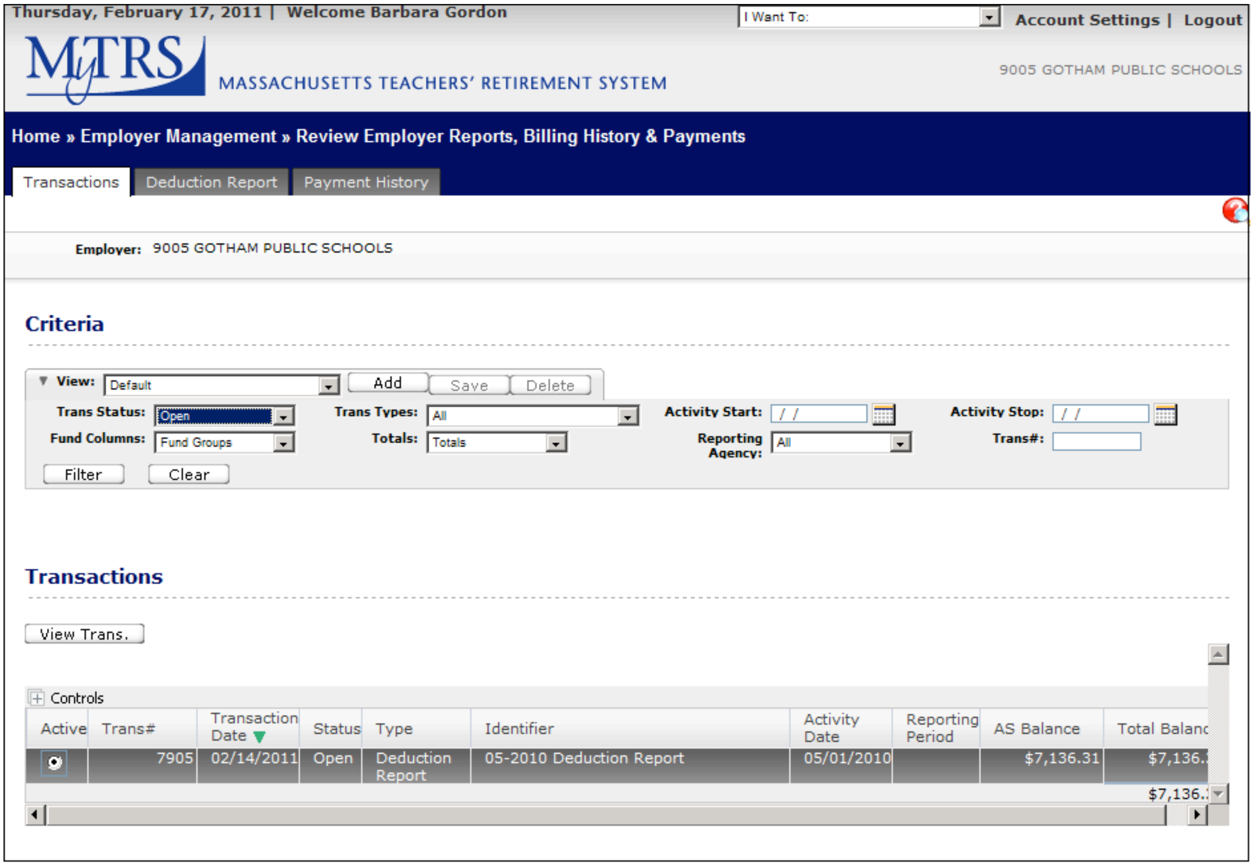
1) Click **Review Employer Deduction Reports, Billing History & Payments** on the *Home* page or in the "**I Want To:**" menu.



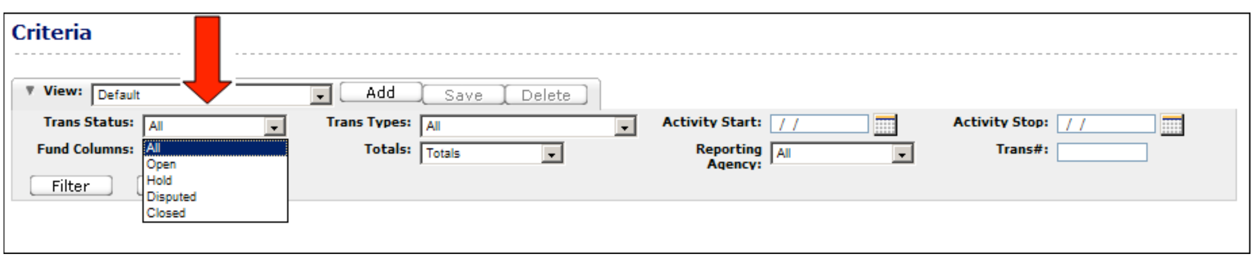
The *Transactions* tab appears.



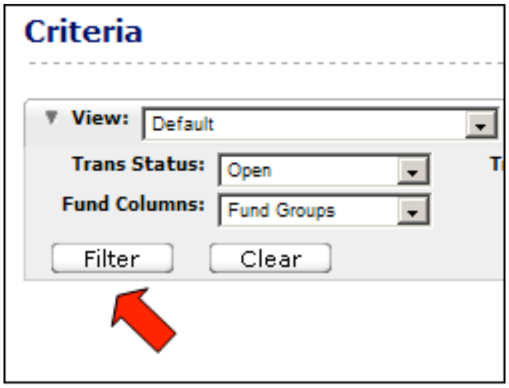
Note All of the data found on the *Transactions* tab can be sorted, filtered, and exported by using the controls toolbar. For detailed instructions on using the controls toolbar, please see **Reference Guide 4: Using the controls toolbar in MyTRS**.

Note The **Total Balance** column in the Transactions section displays the balance on each transaction and a cumulative total for the account.

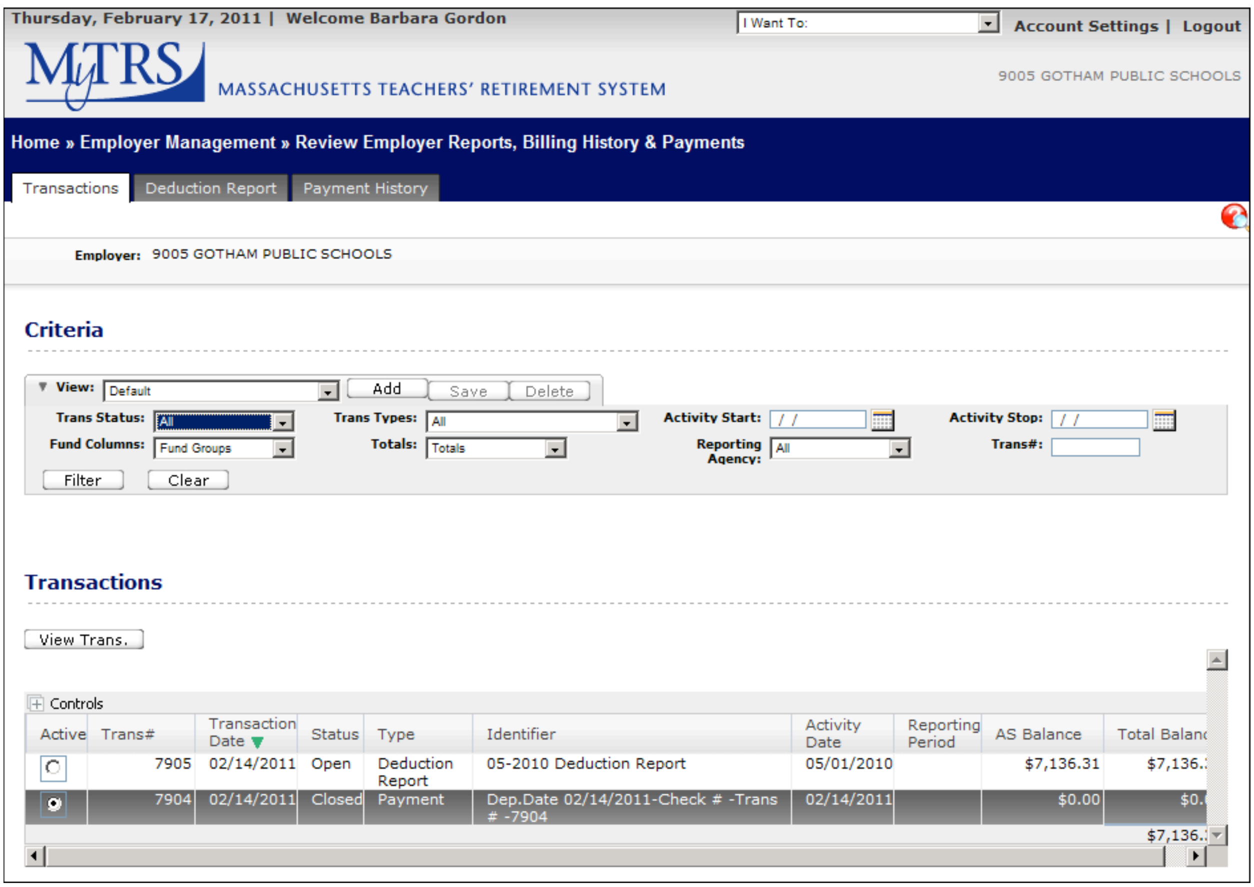
2) Change the **Trans Status** from the **Open** (default) to **All**. The **Criteria** section contains filters that enable a user to select the viewable rows in the Transactions grid.



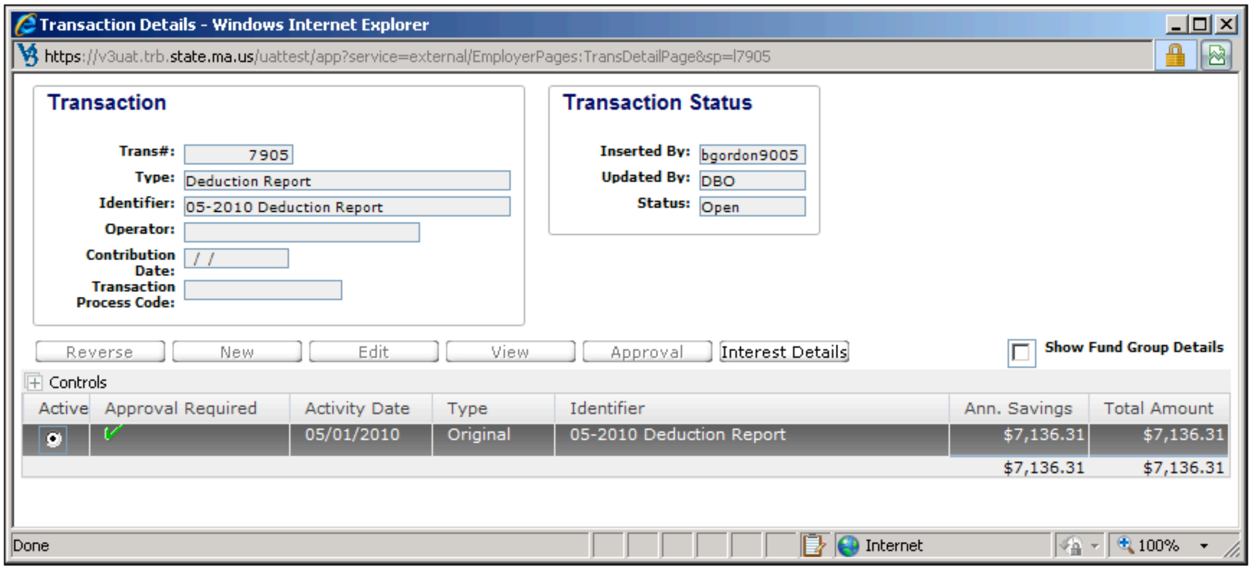
3) Click **Filter** to refresh the Transactions grid.



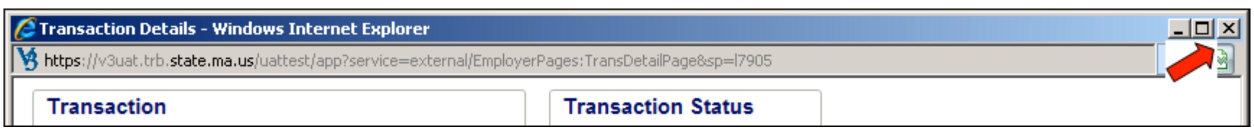
The Transactions grid will refresh to show all transactions.



4) To view information for a selected transaction, click **View Trans.** The *Transaction Details* pop-up window appears.



5) Click the **X** in the upper right corner to close the *Transactions Detail* window.



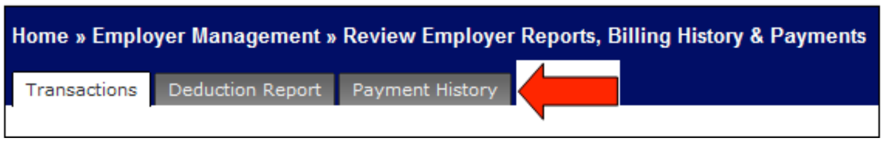
You have completed reviewing employer account deduction report receivables and transactions.

Reviewing payment history

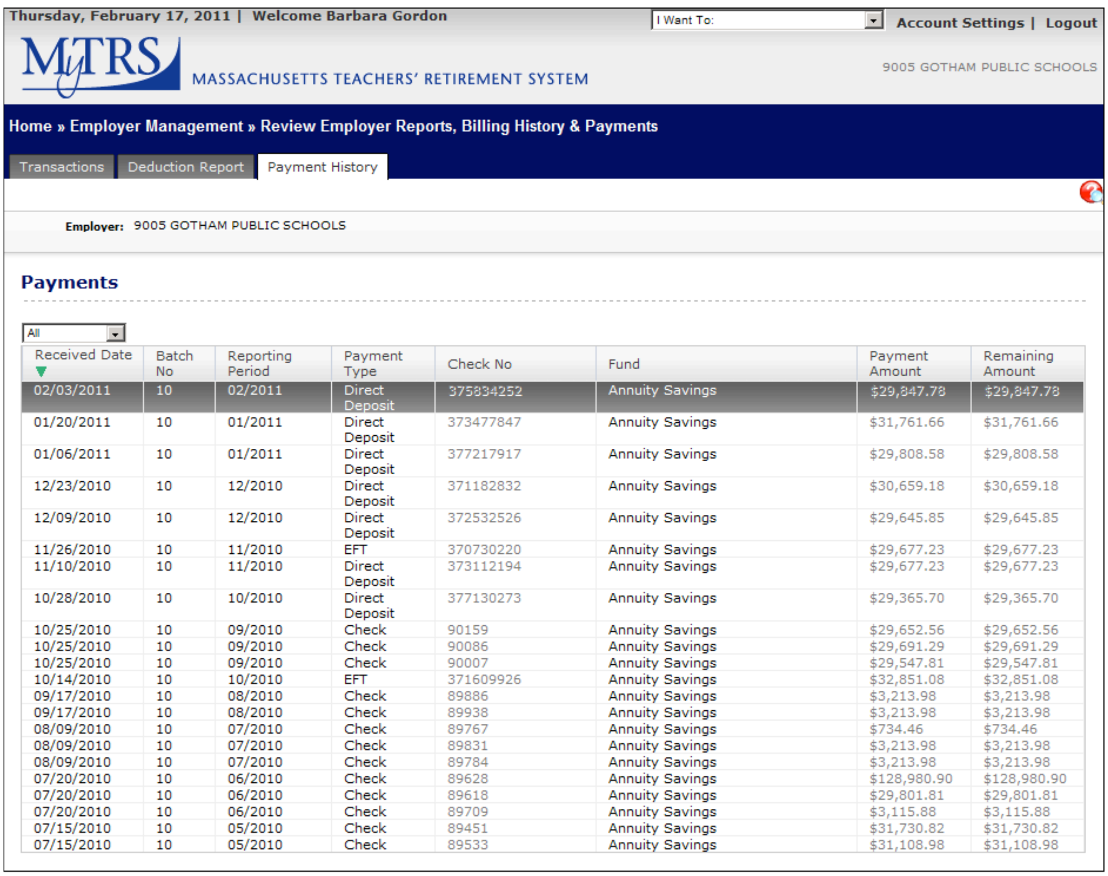
The payment history tab displays only payments in a grid format. The default view for the screen shows open payments but users can view open, closed or all payments. The Payment Amount and Remaining Amount columns indicate which payments have or have not been partially or completely applied.

1) Click **Review Employer Deduction Reports, Billing History & Payments** on the *Home* page or in the "**I Want To:**" menu.

2) Click the *Payment History* tab.



The *Payment History* tab appears.



Received Date	Batch No	Reporting Period	Payment Type	Check No	Fund	Payment Amount	Remaining Amount
02/03/2011	10	02/2011	Direct Deposit	375834252	Annuity Savings	$29,847.78	$29,847.78
01/20/2011	10	01/2011	Direct Deposit	373477847	Annuity Savings	$31,761.66	$31,761.66
01/06/2011	10	01/2011	Direct Deposit	377217917	Annuity Savings	$29,808.58	$29,808.58
12/23/2010	10	12/2010	Direct Deposit	371182832	Annuity Savings	$30,659.18	$30,659.18
12/09/2010	10	12/2010	Direct Deposit	372532526	Annuity Savings	$29,645.85	$29,645.85
11/26/2010	10	11/2010	EFT	370730220	Annuity Savings	$29,677.23	$29,677.23
11/10/2010	10	11/2010	Direct Deposit	373112194	Annuity Savings	$29,677.23	$29,677.23
10/28/2010	10	10/2010	Direct Deposit	377130273	Annuity Savings	$29,365.70	$29,365.70
10/25/2010	10	09/2010	Check	90159	Annuity Savings	$29,652.56	$29,652.56
10/25/2010	10	09/2010	Check	90086	Annuity Savings	$29,691.29	$29,691.29
10/25/2010	10	09/2010	Check	90007	Annuity Savings	$29,547.81	$29,547.81
10/14/2010	10	10/2010	EFT	371609926	Annuity Savings	$32,851.08	$32,851.08
09/17/2010	10	08/2010	Check	89886	Annuity Savings	$3,213.98	$3,213.98
09/17/2010	10	08/2010	Check	89938	Annuity Savings	$3,213.98	$3,213.98
08/09/2010	10	07/2010	Check	89767	Annuity Savings	$734.46	$734.46
08/09/2010	10	07/2010	Check	89831	Annuity Savings	$3,213.98	$3,213.98
08/09/2010	10	07/2010	Check	89784	Annuity Savings	$3,213.98	$3,213.98
07/20/2010	10	06/2010	Check	89628	Annuity Savings	$128,980.90	$128,980.90
07/20/2010	10	06/2010	Check	89618	Annuity Savings	$29,801.81	$29,801.81
07/20/2010	10	06/2010	Check	89709	Annuity Savings	$3,115.88	$3,115.88
07/15/2010	10	05/2010	Check	89451	Annuity Savings	$31,730.82	$31,730.82
07/15/2010	10	05/2010	Check	89533	Annuity Savings	$31,108.98	$31,108.98

You have completed reviewing the employer's payment history.

You have completed this guided practice.